

ASSIGNMENT 10

Textbook Assignment: "Post Office Audits, Reports, and Inspections" chapter 14, pages 14-1 through 14-32.

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| <p>10-1. What tools are designed to ensure correct administrative and operational policies of the MPS are being adhered to?</p> <ol style="list-style-type: none">1. Audits2. Reports3. Inspections4. All of the above | <p>10-5. When should a special audit be conducted on your fixed credit account?</p> <ol style="list-style-type: none">1. Change of COPE2. Change of window clerk3. Each quarter4. Monthly |
| <p>10-2. There are how many types of official audits?</p> <ol style="list-style-type: none">1. One2. Two3. Three4. Four | <p>10-6. What audit if any should be conducted when a postal clerk is AWOL or being hospitalize?</p> <ol style="list-style-type: none">1. Monthly2. Quarterly3. Special4. None |
| <p>10-3. What form is used to audit the postal account of you clerks?</p> <ol style="list-style-type: none">1. PS Form 32942. PS Form 33683. PS Form 22594. DD Form 2259 | <p>10-7. What types of accounts are required to be audited and reported daily?</p> <ol style="list-style-type: none">1. Money orders and vending2. Money orders and stamp credit3. Money orders and postage meter4. Money orders and change fund |
| <p>10-4. What form is used to record the results of all required audits?</p> <ol style="list-style-type: none">1. PS Form 32942. PS Form 33683. PS Form 22594. DD Form 2259 | <p>10-8. Who is responsible for preparing and submitting the money order report?</p> <ol style="list-style-type: none">1. COPE2. Commanding officer3. Clerk who sold the money orders4. Postal officer |

- 10-9. Who is responsible for preparing and submitting the postage meter report?
1. COPE
 2. Commanding officer
 3. Clerk who sold the money orders
 4. Postal officer
- 10-10. The post office must be inspected weekly by what official?
1. COPE
 2. Commanding officer
 3. Executive officer
 4. Postal officer
- 10-11. How many numbered four-week accounting periods does the USPS has each year?
1. 10
 2. 13
 3. 16
 4. 19
- 10-12. How often should PARS report be submitted by the COPE?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually
- 10-13. When determining a commands fixed credit as a general guide this amount is calculated at what minimum amount per person?
1. \$10
 2. \$15
 3. \$20
 4. \$25
- 10-14. What is the minimum amount of fixed credit a command can have?
1. \$1,000
 2. \$3,000
 3. \$5,000
 4. \$9,000
- 10-15. To replenish stamp stock, the COPE must submit a stamp requisition once the cash on hand reaches what percent of the fixed credit?
1. 10%
 2. 15%
 3. 20%
 4. 25%
- 10-16. Who may audit a MPC's account?
1. COPE
 2. Postal officer
 3. Audit board members
 4. All of the above
- 10-17. What is the tolerance limit for a \$1,000 fixed credit account?
1. \$ 2.00
 2. \$10.00
 3. \$20.00
 4. \$40.00
- 10-18. What is the tolerance limit for a \$10,000 fixed credit account?
1. \$ 2.00
 2. \$10.00
 3. \$20.00
 4. \$40.00
- 10-19. Tolerance limits for flexible credit accounts are based on what percent of the flexible account?
1. 1%
 2. 2%
 3. 5%
 4. 10%

- 10-20. Overages and shortages within tolerance limits are carried forward to the next audit.
1. True
 2. False
- 10-21. What form should auditors used when conducting and audit?
1. DD Form 2295
 2. DD Form 2259
 3. DD Form 3369
 4. DD Form 1096
- 10-22. What form is used to audit a stamp vending machines?
1. PS Form 3295
 2. PS Form 3293
 3. PS Form 3306
 4. PS Form 2259
- 10-23. What is the tolerance limit for a stamp vending machine?
1. \$10
 2. \$20
 3. \$30
 4. \$40
- 10-24. Submission of each monthly audit is not required, except the quarterly audit.
1. True
 2. False
- 10-25. What form is used to maintain a stamp credit examination record for each postal clerk that possesses an extended fixed or flexible account?
1. PS Form 3369
 2. PS Form 3368
 3. DD Form 1590
 4. DD Form 2257
- 10-26. What interval should a shipboard MPS request a postal assessment visits by Postal Advisors?
1. 6 months
 2. 12 months
 3. 18 months
 4. 24 months
- 10-27. What interval should an overseas shore-based MPS request a postal assessment visits by Postal Advisors?
1. 6 months
 2. 12 months
 3. 18 months
 4. 24 months
- 10-28. PARS are designed to collect and report standard work data generated at Navy postal activities.
1. True
 2. False
- 10-29. When should PARS reports be submitted to the FLTCINC postal officer?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually
- 10-30. What is the purpose of the Postal Advisor Program?
1. Audit a command's stamp account
 2. Evaluate the daily postal operations
 3. Provide technical training
 4. Both 2 and 3
- 10-31. Postal advisors are usually senior postal clerks of what rank?
1. E-5s to E-9s
 2. E-6s to E-8s
 3. E-7s to E-9s
 4. E-4s and Above

- 10-32. The preparation of naval messages is a routine task of postal clerks in the Navy.
1. True
 2. False
- 10-33. What is the purpose of the Postal Net Alert?
1. Report thief of stamp stock
 2. Mail on-hand report
 3. Mail routing instructions
 4. Status of mail movement
- 10-34. Mail on hand/dispatch reports are sent in message format with what precedence?
1. Routine
 2. Priority
 3. Urgent
 4. Emergency
- 10-35. Who is responsible for submitting the mail routing message?
1. Commanding officer
 2. Postal officer
 3. Supply officer
 4. COPE
- 10-36. Who is responsible for making sure USPS is reimbursed for the loss of funds, postage stock, and accountable mail because of embezzlement?
1. Department of the Navy
 2. Department of the Defense
 3. MPSA
 4. JMPA
- 10-37. An investigating officer for a postal offense may be in the rank of E-6 or above.
1. True
 2. False
- 10-38. What manual list various postal offenses that must be reported?
1. DOD Postal Manual
 2. Domestic Mail Manual
 3. POM
 4. SOP
- 10-39. Postal offenses must be reported within how hour after discovery?
1. 36 hours
 2. 46 hours
 3. 72 hours
 4. 96 hours
- 10-40. As a minimum, your filing system should be organized into how many main sections?
1. 3
 2. 5
 3. 7
 4. 9
- 10-41. Protection given to mail is always of utmost concern.
1. True
 2. False
- 10-42. Agencies desiring to examine USPS records must have written approval from the postal officer.
1. True
 2. False
- 10-43. To whom should you inform when you receive a request to examine USPS records?
1. COPE
 2. Supply officer
 3. Disbursing officer
 4. Postal officer

10-44. What is the retention period for an insured domestic mail claim form?

1. 1 year
2. 2 years
3. 3 years
4. 4 years

10-45. What is the retention period for money order reports?

1. 1 year
2. 2 years
3. 3 years
4. 4 years

10-46. You should keep directory card what total numbers of months?

1. 3
2. 6
3. 9
4. 12

10-47. All records used with the Unisys III will be retained for what total number of years?

1. 1
2. 2
3. 3
4. 4

10-48. All MPS activities must review and update their SOP how often?

1. Monthly
2. Quarterly
3. Semi annually
4. Annually

10-49. All MPS activities must review and update their POP how often?

1. Monthly
2. Quarterly
3. Semi annually
4. Annually

10-50. The basic POP consists of seven sections.

1. True
2. False